Job Title: Human Resources Director

Department: Human Resources

Immediate

Supervisor: City Manager

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	614
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Plans, organizes, and directs the activities, operations, and staff of the Human Resource Department. Provides oversight of all Human Resource Department and Risk Management functions including equal employment opportunity and affirmative action programs; employee relations; labor relations; recruitment, testing, and selection; policy administration; classification and compensation; employee benefits administration; occupational safety; health and risk management; organizational development and training; and equal employment law and labor law compliance. Serves as a consultant for the employees and supervisors; conducts on-going personnel research; coordinates activities with other city departments, divisions, and external agencies; and provides highly responsible, complex support to the City Manager and City Council.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
1	S	Sets the tone, climate and vision for the department and serves as a role model in furthering the City's values. Serves as administrator of the Human Resources and Risk Management Department.
2	S	Establishes appropriate service and staffing levels.
3	S	Monitors, evaluates, assists, directs studies and makes recommendations in order to promote maximum efficiency and effectiveness of service delivery and allocations of resources.
4	S	Plans, develops and directs the implementation of new programs.
5	S	Directs personnel, oversees the development and administration of the annual budget and monitors expenditures; oversees and participates in the development of all divisions' work plans; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures; monitors and reports on activities; and forecasts needs.
6	S	Selects, trains, motivates, and evaluates personnel. Works with employees to correct deficiencies; implements discipline and termination procedures. Prepares employees for advancement opportunities.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
7	S	Advises, consults with, and assists employees and City management in a wide range of human resources matters and employee relations issues including the interpretation and application of policies and guidelines; the processing of employee grievances; investigating complaints of discrimination, harassment, and other sensitive employee relations issues; negotiating and resolving controversial issues; and representing the City in human resources related hearings and investigations.
8	S	Recommends compensation policy and salary adjustments.
9	S	Oversees development, maintainence, and application of the City policies and guidelines. Consults and advises City staff on the policies and practices.
10	S	Oversees program responsibilities for a comprehensive Human Resources Department by directing and participating in the administration of the classification and compensation plan, recruitment, testing, selection, equal employment opportunities, employee relations, labor relations, organizational development training, employee performance evaluation activities, the city's employee records system. and payroll. Conducts on-going personnel research and ensures compliance with labor laws.
11	S	Oversees a comprehensive Risk Management program including loss control, external liability claims management, safety program, workers' compensation insurance program, wellness programs, and safety program.
12	S	Oversees the administration of the benefit programs including the City's retirement benefit programs; health, dental, and life benefits; 457 and 401 plans; flex plan; COBRA; HIPPA; and FMLA.
13	S	Coordinates department activities with other departments, outside agencies, and organizations by working with the other departments to ensure needs are being met; assisting in the facilitation of goal completion; and providing highly responsible complex support and technical advise to the City Manager, Council, Deputy City Managers, and Department Directors on Human Resources issues.
14	S	Prepares and presents staff reports and other necessary correspondence, and makes presentations before the City Council and other boards, commissions and community organizations.
15	S	Ensures compliance with the City Charter, City ordinances, federal and state employment laws, personnel policies and guidelines, and maintains knowledge of current Human Resources legislation.
16	S	Participates on a variety of boards and committees, attends and participates in professional group meetings, and stays abrest of new trends in the field of Human Resources management.
17	S	Develops and maintains client relationships and strategic partnerships throughout the organization.

Human Resources Director: Human Resources Page 2

JOB REQUIREMENTS:

	IOD DECLIDEMENTS
	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Minimum seven years experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read court cases, budgets, policies, documents, and reports at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and to prepare statistics for budgets.
Writing	Work requires the ability to write general correspondence, articles, letters, and reports at a college level.
Managerial	Complex - Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Budget Responsibility	Significant - Has responsibility for final approval of a department's budgetary recommendations to a Deputy City Manager/City Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Policy / Decision Making	Significant - The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. This position independently decides how objectives are achieved and what resources are needed. Typical positions in this category are upper management to executive level jobs.
Technical Skills	Comprehensive Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Interpersonal / Human Relations Skills	High - Interactions involve overseeing and/or approving final decisions regarding policy development and implementation. This level often involves interaction with others outside the organization or department on key organizational/departmental issues and requires exercising participative management skills, high levels of negotiation, and the ability to reach consensus on complex issues to achieve organizational goals and objectives.

Human Resources Director : Human Resources Page 3

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C	 ☑ Making presentations ☐ Observing work site ☑ Observing work duties ☑ Communicating with co-workers 	Pushing/ Pulling	□ N ⊠ R □ O □ F □ C	☑ File drawers☐ Equipment☑ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O □ F □ C	⊠ Stairs □ Ladders □ Step stools □ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☐ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R ⊠ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R □ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F 図 C	☑ Communicating via telephone/radio, to co-workers/public☐ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O □ F ☑ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☐ Under equipment☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Machines, Tools, Equipment								
	and Work	Aids:						
Telephone, fax machine, copier, calcula								
Computer Equipment and S	oftware:							
Microsoft Office Suite, Personal compu		el maker, Lotus	Notes.					
<u>-</u>	,1	· · · · · · · · · · · · · · · · · · ·	·					
E - • · · · · · · · · · · · · · · · · · ·								
Environmental Factors: Environmental Condition	no	Never	Seasonally	Several T	imes	Several Ti	meç	Daily
Environmental Condition	1118	INCVCI	Seasonarry	Per Mon		Per Wee		Dairy
Extreme temperature			_					
(heat, cold, extreme temp. changes frwork)	om outside	⊠						
Wetness and/or humidity								
(bodily discomfort from moisture)		☒						
Respiratory hazards (fumes, gases, chemicals, dust and di	ert)	×						
Noise and vibration	11)							
(sufficient to cause hearing loss)		☒						
Physical hazards (high voltage, dangerous machinery,	a a a a a a a a a a a a a a a a a a a	\boxtimes						
prisoners, patients – <u>not customers</u>)	aggressive							
								
Health and Safety Condition		D. Danal	10.0		Г 17	P41		Complementary
Health and Safety Conditions	N = Never Never	R = Rarel Less than		casionally r more of		Frequently n 1/3 to 2/3		Constantly or more of
	occurs	hour per we		e time	-	the time		the time
Mechanical hazards	×				-			
Chemical hazards	X							
Electrical hazards	X							
Fire hazards	X							
Explosives	X							
Communicable diseases	X							
Physical danger or abuse	×			<u> </u>				
Other (specify)	×							

Job Demands

Overall Strength Demands:

	Overall Strength Demands
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations	X			
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		\boxtimes		
Noisy/Distracting Environment			×	
Other (Describe below.)				

Human Resources Director : Human Resources Page 6

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
omments:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.